

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE 521
NO. C-511

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services
Fleet Management Div.

Prince George's County

AGENCY

DIVISION

Item No.	Description	Retention
1.	VEHICLE MAINTENANCE RECORDS. This series includes all vehicle repair records established July 1, 1976 such as: A. Mainstem Repair Orders B. Preventative Maintenance Schedule Check List C. Tow Log D. Daily Log E. Work Request Form F. Parts Issue Form G. Parts Room Inventory Card H. New Car Check-In Sheet	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.
2.	MONTHLY MAINSTEM REPORT. This series includes all reports required in managing the Fleet Maintenance Program such as: A. Fleet Monthly Report B. Machine Shop Inventory C. Forestville Monthly Report D. Ardmore-Ardwick Monthly Report E. College Park Monthly Report F. Marlow Heights Monthly Report G. Monthly Inventory of Shop Parts H. Inventory, Mileage & Oil Report I. Mainstem Computer Printouts J. Monthly FAMIS Report	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.
3.	PURCHASE RECORDS. This series includes all records used in ordering equipment, supplies, etc., such as: A. Purchase Requisitions B. Purchase Orders C. Payment Requests D. Vendor Logs (to include parts purchasing log) E. Tire Requisition Sheets	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.
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Schedule approved by Department, Agency or Division Representative

[Signature] Fleet Admin 2/11/82
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Kenneth V. Duncan

5/4/82 [Signature] March 18, 1982
Date Archivist Date Chief Administrative Officer
Secretary

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

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Item No.	Description	Retention
4.	PERSONNEL FILES. This series includes copies of Employee Action Notification (EAN); Leave Requests; Personnel Evaluation; counselling records; and other data on employees assigned to the Division. (Originals are maintained in Office of Personnel).	Retain for one (1) year after termination of employment.
5.	GENERAL CORRESPONDENCE FILES. This series includes general correspondence files for operation of the Fleet Management System.	Retain for two (2) years in office files; transfer to Records Center for one (1) additional year; then destroy.
6.	PETROLEUM ISSUE REPORTS (TICKETS). This series includes fuel cards for automated issue listing, related documents, and fuels monthly print-out.	Cut off at end of fiscal year; retain for seven (7) additional years or until audited; then destroy.
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